

~~SECRET~~

MEMORANDUM FOR: Records Management Officer, DCI Area
Records Management Officer, DDA
Records Management Officer, DDI
Records Management Officer, DDO
Records Management Officer, DDS&T

STAT

FROM:

[Redacted]

Chief, Records System Branch
Records Management Division, OIS/DDA

SUBJECT: Annual Records Inventory - FY 1983

1. Attached are copies of Form 3581, Annual Report of Records Holdings, for use in collecting volume statistics for the Agency's annual report to the National Archives and Records Service (NARS). Please inventory your records holdings and provide completed reports to Records Systems Branch (RSB) by 14 October 1983.

2. As was done last year, I am sending the inventory forms to you to ensure that no components are overlooked. Also, your dissemination of these forms will ensure complete coverage and allow for directorate level management requirements. Any questions concerning the inventory should be directed to [Redacted] If needed, additional forms are available in RSB, 1236 Ames Building.

STAT

STAT

[Redacted]

Attachments:
Inventory forms

21 NOV 1983

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO:			FROM: (Directorate and Office)		
			CIA		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET	
				124,730.36	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				5,698.03	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				32,522.16	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				91,096.65	
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 105,456.9	////// ÷ 7 =	15,072.54	
	Audio Tapes	30,430	////// ÷ 20 =	1,521.50	
	Video Tapes	11,619.09	////// ÷ 7 =	1,659.87	
	Disc Packs (1,303	////// ÷ 2 =	652.50	
	Word Processing Magnetic Tapes	4,717.44	////// ÷ 72 =	65.52	
	Word Processing Magnetic Cards	//////	152.4 ÷ 6 =	25.40	
	Magnetic Diskettes 5 1/4"	//////	735 ÷ 5 =	147.57	
	Magnetic Diskettes 8"	//////	1,015.36 ÷ 2 =	507.68	
	Paper Tapes (on reels)		////// ÷ 72 =	.26	
	6. MICROFORM RECORDS	Reels	NUMBER (16mm) 37,690.8	NUMBER (35mm) 37,644.48	16mm ÷ 84 =
				35mm ÷ 54 =	697.12
Aperture Cards		//////		2623.02 ÷ 6 =	437.17
Microfiche		//////		5021.58 ÷ 6 =	836.93
7. TOTAL VOLUME ON HAND (1 through 6)				276,119.96	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				257,681.80	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE DECREASE	18,438.16	
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				95,505.68	

STAT

11/21/83
DATE

Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

EQUALS ONE CUBIC FOOT

Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"=.4	6"=.5
7"=.6	8"=.7	9"-10"=.8	11"=.9	12"-1.0

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: OIS/RMD 1236 Ames			FROM: DDI/RMO 2F42 Hqs. (Directorate and Office)		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET 31,292.15	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				2,977.63	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				18,708.21	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				42,256.50	
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 6,541.89	////// ÷ 7 =	942.73	
	Audio Tapes	--	////// ÷ 20 =	--	
	Video Tapes	2,439.00	////// ÷ 7 =	364.13	
	Disc Packs	42	////// ÷ 2 =	22.00	
	Word Processing Magnetic Tapes	28.8	////// ÷ 72 =	.4	
	Word Processing Magnetic Cards	//////	10.8 ÷ 6 =	1.8	
	Magnetic Diskettes 5 1/4"	//////	54.85 ÷ 5 =	10.97	
	Magnetic Diskettes 8"	//////	55.82 ÷ 2 =	27.91	
	Paper Tapes (on reels)		////// ÷ 72 =	0	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 7,709	NUMBER (35mm) 7673	16mm ÷ 84 =	91.77
				35mm ÷ 54 =	142.10
	Aperture Cards	//////		2,211.6 ÷ 6 =	368.50
	Microfiche	//////		2,159.4 ÷ 6 =	359.90
7. TOTAL VOLUME ON HAND (1 through 6)				97,566.7	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				95,164	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE DECREASE	2,402.7 -----	
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				11,014.6	

STAT

9/11/82

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Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
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4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"=.4	6"=.5
7"=.6	8"=.7	9"-10"=.8	11"=.9	12"-1.0

~~CONFIDENTIAL~~

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDO Annual Records Inventory - 1983

FROM:

MPG/RMB
1D-27

EXTENSION

NO.

DATE

31 October 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/MPG/RMB

1 NOV 1983

MR

2.

3.

C/MPG

1 NOV 1983

HAR

FYI

4.

5.

AC/IMS

2 NOV 1983

1 NOV 1983

WZ

For signature.

6.

7.

MPG/RMB

ccc

For copies & distribution.

8.

9.

C/RSB/OIS/DDA

11/4/83 Sdr

10.

11.

12.

13.

14.

15.

~~CONFIDENTIAL~~

C O N F I D E N T I A L

2 NOV 1983

DD/IMS 83-543

MEMORANDUM FOR: Chief, Records Systems Branch
Office of Information Services, DDA

25X1 FROM:

Chief, Information Management Staff

SUBJECT: DDO Annual Records Inventory - 1983

REFERENCE: Memorandum from Chief, OIS/Records
Systems Branch Regarding Agency RMOs'
Reporting Inventoried Records Holdings

Attached herewith are two each completed copies of Form
3581 (Annual Report of Records Holdings) submitted in
compliance with reference request.

25X1 Attachment: a/s

25X1 WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

C O N F I D E N T I A L

CONFIDENTIAL

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: Chief, Records Systems Branch, RMO Office of Information Services			FROM: (Directorate and Office) Chief, Info Mgmt Staff DDO DDO/RMO		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET 25161.7	CUBIC FEET 25161.7	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			3790.5	413.8	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			388.3	118.2	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			0	0	
5. MAGNETIC RECORDS 351.7	Computer Tapes		NUMBER 484	////// ÷ 7 =	69.1
	Audio Tapes		2080	////// ÷ 20 =	104.0
	Video Tapes		589	////// ÷ 7 =	84.1
	Disc Packs		151	////// ÷ 2 =	75.5
	Word Processing Magnetic Tapes		64	////// ÷ 72 =	.9
	Word Processing Magnetic Cards		//////	13.3 ÷ 6 =	2.2
	Magnetic Diskettes 5 1/4"		//////	18.7 ÷ 5 =	3.7
	Magnetic Diskettes 8"		//////	24.4 ÷ 2 =	12.2
	Paper Tapes (on reels)		0	////// ÷ 72 =	0
	Reels		NUMBER (16mm) 11669	NUMBER (35mm) 1805	16mm ÷ 84 =
6. MICROFORM RECORDS 309.1	Aperture Cards		//////	0 ÷ 6 =	0
	Microfiche		//////	654.3 ÷ 6 =	109.1
	Odd Type Microform Records Held By DDO				27.7
7. TOTAL VOLUME ON HAND (1 through 6)				26,354.5	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				26,626.0	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE DECREASE	271.5
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					

25X1

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

2 NOV 1983

DATE

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO:			FROM: (Directorate and Office)		
			DCI Area		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET	
				4845.41	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				259.29	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				309.00	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				4538.28	
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 0	///	0	
	Audio Tapes	426	/// ÷ 7 =	21.30	
	Video Tapes	9.1	/// ÷ 7 =	1.30	
	Disc Packs	7	/// ÷ 2 =	3.50	
	Word Processing Magnetic Tapes	0	/// ÷ 72 =	0	
	Word Processing Magnetic Cards	///	10.5 ÷ 6 =	1.75	
	Magnetic Diskettes 5 1/4"	///	18.5 ÷ 5 =	3.70	
	Magnetic Diskettes 8"	///	204.7 ÷ 2 =	102.35	
	Paper Tapes (on reels)	0	/// ÷ 72 =	0	
	6. MICROFORM RECORDS	Reels	NUMBER (16mm) 741.72	NUMBER (35mm) 0	16mm ÷ 84 =
				35mm ÷ 54 =	0
Aperture Cards		///		0 ÷ 6 =	0
Microfiche		///		63.6 ÷ 6 =	10.60
7. TOTAL VOLUME ON HAND (1 through 6)				10105.31	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				5442.10	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE DECREASE	4663.21
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				521.50	

STAT

11/21/83
DATE

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INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

EQUALS ONE CUBIC FOOT

Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"=.4	6"=.5
7"=.6	8"=.7	9"-10"=.8	11"=.9	12"-1.0

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO:			FROM: (Directorate and Office)		
			DDS&T		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET	
				29,293.75	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				1,412.17	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				12,586.25	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				25,954.35	
5. MAGNETIC RECORDS	Computer Tapes		NUMBER	/ / / / / / / / / /	
		26,378.9		/ / / / ÷ 7 = / / / /	
	Audio Tapes		324	/ / / / ÷ 20 = / / / /	
	Video Tapes		2,358.3	/ / / / ÷ 7 = / / / /	
	Disc Packs		300	/ / / / ÷ 2 = / / / /	
	Word Processing Magnetic Tapes		72	/ / / / ÷ 72 = / / / /	
	Word Processing Magnetic Cards		/ / / / / / / / / /	25.8 ÷ 6 =	
	Magnetic Diskettes 5 1/4"		/ / / / / / / / / /	590 ÷ 5 =	
	Magnetic Diskettes 8"		/ / / / / / / / / /	225.4 ÷ 2 =	
	Paper Tapes (on reels)		18.7	/ / / / / / / / / /	
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
		11,639.88	3,338.82	/ / / / 35mm ÷ 54 = / / / /	
	Aperture Cards		/ / / / / / / / / /	346.02 ÷ 6 =	
	Microfiche		/ / / / / / / / / /	1537.32 ÷ 6 =	
				256.22	
7. TOTAL VOLUME ON HAND (1 through 6)				74,268.58	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				70,424.68	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE DECREASE	3,843.9	
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				77,896.03	

STAT

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INSTRUCTIONS

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1"=.1	2"=.2	3"-4"=.3	5"=.4	6"=.5
7"=.6	8"=.7	9"-10"=.8	11"=.9	12"-1.0

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO:			FROM: (Directorate and Office)		
			DDA		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET	
				34,137.35	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				635.14	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				800.50	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				18,347.52	
5. MAGNETIC RECORDS	Computer Tapes		NUMBER	// // // // // // //	
		72,053		// // // ÷ 7 = // // //	
	Audio Tapes		27,605	// // // ÷ 20 = // // //	
	Video Tapes		6,075	// // // ÷ 7 = // // //	
	Disc Packs		800	// // // ÷ 2 = // // //	
	Word Processing Magnetic Tapes		4,551	// // // ÷ 72 = // // //	
	Word Processing Magnetic Cards		// // // // // //	92.1 ÷ 6 =	
	Magnetic Diskettes 5 1/4"		// // // // // //	56 ÷ 5 =	
	Magnetic Diskettes 8"		// // // // // //	505.04 ÷ 2 =	
	Paper Tapes (on reels)			// // // // // // ÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
		5,712	2126	// 35mm ÷ 54 = //	
	Aperture Cards		// // // // // //	66 ÷ 6 =	
	Microfiche		// // // // // //	606.66 ÷ 6 =	
	7. TOTAL VOLUME ON HAND (1 through 6)				67,431.78
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				60,025.02	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE DECREASE	7,406.76 -----	
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				6,073.55	

STAT

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1"=.1	2"=.2	3"-4"=.3	5"=.4	6"=.5
7"=.6	8"=.7	9"-10"=.8	11"=.9	12"-1.0

ANNUAL SUMMARY OF RECORDS HOLDINGS

(See Instructions on reverse before completing form)

INTERAGENCY REPORT CONTROL NO **1094-GSA-AN**

REPORTING PERIOD (from to)

1 October 1982 to 30 September 1983

To: General Services Administration (NC)
Washington, DC 20408

FROM (Reporting unit)

Central Intelligence Agency
Washington, DC 20505

VOLUME OF RECORDS (cubic feet)

STATUS—ACTION	DEPARTMENTAL		FIELD		TOTAL (e)
	CURRENT FILE ROOMS AND OFFICES (a)	STAGING, HOLDING AND OTHER STORAGE AREAS (b)	CURRENT FILE ROOMS AND OFFICES (c)	STAGING, HOLDING AND OTHER STORAGE AREAS (d)	
1. ON HAND—BEGINNING OF PERIOD	180,158				180,158
2. TRANSFERRED TO:					
a. FEDERAL RECORDS CENTERS OR NATIONAL ARCHIVES					
b. OTHER AGENCIES					
3. DESTROYED	95,506				95,506
4. ON HAND—END OF PERIOD	184,630				184,630
5. MAGNETIC TAPE (Number of reels included in item 4(e)).				NO. OF REELS 105,457	
6. AUDIO VISUAL RECORDS (Volume of each included in item 3(e) destroyed under the authority of 101-11.404-2, General Records Schedule 21).			STILL PICTURES	MOTION PICTURES	SOUND RECORDINGS 7
					VIDEO RECORDINGS

CERTIFICATION:

The records holdings reported on this form are covered adequately by current and operational Records Control Schedules as provided by Subpart 101-11.4, "Disposition of Federal Records" of the Federal Property Management Regulations.

☒ Yes☐ No

(If "No", please attach explanation)

REMARKS: (Include comments on significant increases or decreases in holdings, any plans for records cleanout campaigns, or any other significant records disposition matters.)

NAME OF PERSON WITH WHOM TO CONFER

DATE PREPARED

TITLE

11-15-83

Director of Information Services

136 108

NSN 7540-00-634-401
Previous Edition Not UsableSTANDARD FORM 136 (REV. 5-79)
Prescribed by GSA FPMR 101-11.132-7STAT
STAT
STAT

Declassified in Part - Sanitized Copy Approved for Release 2012/10/05 : CIA-RDP10T01930R000100090001-9

AGENCY RECORDS CENTER ANNUAL REPORT

INSTRUCTIONS: This form (original only) is to be submitted within 60 days after the close of each fiscal year to the General Services Administration (NC), Washington, DC 20408, for each agency records center.

1 October 1982-30 September 1983

2. DEPARTMENT OR AGENCY

Agency Archives and Records Center

3. LOCATION OF RECORDS CENTER (Street, city, and State)

4. Volume of records on hand at the beginning of the fiscal year	CUBIC FEET 93,625	9. Average number of personnel employed by the center during the fiscal year	NUMBER 18
5. Volume of records accessioned during the fiscal year	CUBIC FEET 15,655	10. Average amount of space occupied by the center during the fiscal year	SQUARE FEET 43,188
6. Volume of records disposed of during the fiscal year	CUBIC FEET 2,488	11. Number of 4- and 5-drawer units of steel filing equipment utilized at the end of the fiscal year	NUMBER 6
7. Volume of records transferred from the center during the fiscal year	CUBIC FEET 4,985	12. Number of steel transfer cases (drawers) utilized at the end of the fiscal year	NUMBER 0
8. Volume of records on hand at the end of the fiscal year	CUBIC FEET 101,807	13. Total number of reference services provided during the fiscal year *	NUMBER 110,640
NAME OF PERSONNEL: _____			

NAME OF PERSON WITH WHOM TO CONFER

TELEPHONE NO.

SIGNATURE

DATE _____

12 October 1983

NOTE: Nonrecord material is to be included in the volume totals.

*Reference services comprise (1) each file item furnished on loan or for reproduction or for reference use in the center and (2) each occasion on which information is furnished from the records (orally or written). A file item may be a single document, a folder, a bound volume, etc., depending upon the physical manner in which the records are stored, removed and furnished to the inquirer. If the request is for one document or several documents filed separately, each document constitutes a file item. If the request is for certain folders, each folder constitutes an item, etc.

AGENCY RECORDS CENTER ANNUAL REPORT

1 October 1982 - 30 September 1983

2. DEPARTMENT OR AGENCY

Central Intelligence Agency

3. LOCATION OF RECORDS CENTER (Street, city, and State)

INSTRUCTIONS: This form (original only) is to be submitted within 60 days after the close of each fiscal year to the General Services Administration (NC), Washington, DC 20408, for each agency records center.

4. Volume of records on hand at the beginning of the fiscal year	CUBIC FEET 93,625	9. Average number of personnel employed by the center during the fiscal year	NUMBER 18
5. Volume of records accessioned during the fiscal year	CUBIC FEET 15,655	10. Average amount of space occupied by the center during the fiscal year	SQUARE FEET 43,188
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7. Volume of records transferred from the center during the fiscal year	CUBIC FEET 4,985	12. Number of steel transfer cases (drawers) utilized at the end of the fiscal year	NUMBER 0
8. Volume of records on hand at the end of the fiscal year	CUBIC FEET 101,807	13. Total number of reference services provided during the fiscal year*	NUMBER 110,640

NAME OF PERSON WITH WHOM TO CONFER

TELEPHONE NO.

STAT

STAT

DATE

Director of Information Services

11-15-83

NOTE: Nonrecord material is to be included in the volume totals.

*Reference services comprise (1) each file item furnished on loan or for reproduction or for reference use in the center and (2) each occasion on which information is furnished from the records (orally or written). A file item may be a single document, a folder, a bound volume, etc., depending upon the physical manner in which the records are stored, removed and furnished to the inquirer. If the request is for one document or several documents filed separately, each document constitutes a file item. If the request is for certain folders, each folder constitutes an item, etc.

137-103

STANDARD FORM 137 (REV. 7-80)
Prescribed by GSA, FPMR (101-11.412-4)

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FY 83 Annual Summary of Records Holdings to NARS

FROM [Redacted]
Chief, Records Management Division
1236 Ames Building

EXTENSION

NO.

DATE

15 November 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/OIS

15 NOV 1983

[Signature]

2.

3. D/OIS

[Signature]

3. Attached for your signature are the annual records holdings reports required by NARS.

Also, attached for background information, is a more detailed version of Agency record holdings for FY83.

In the past we have just sent the attached forms. However, if you prefer, we will prepare a short letter for your signature.

[Redacted]

Bar: The differences in the numbers is explained by the fact that we don't report reference material.

[Redacted]

note the enclosure

15.

21 NOV 1983

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO:			FROM: (Directorate and Office)		
			CIA		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET	
				124,730.9	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				5,716.0	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				32,522.2	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				91,096.7	
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 105,456.9	////// ÷ 7 =	15,072.5
	Audio Tapes		30,430	////// ÷ 20 =	1,521.5
	Video Tapes		11,619.09	////// ÷ 7 =	1,659.9
	Disc Packs		1,303	////// ÷ 2 =	652.5
	Word Processing Magnetic Tapes		4,717.44	////// ÷ 72 =	65.5
	Word Processing Magnetic Cards		//////	152.4 ÷ 6 =	25.4
	Magnetic Diskettes 5 1/4"		//////	735 ÷ 5 =	147.6
	Magnetic Diskettes 8"		//////	1,015.36 ÷ 2 =	507.7
	Paper Tapes (on reels)		//////	////// ÷ 72 =	.3
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 37,690.8	NUMBER (35mm) 37,644.48	16mm ÷ 84 =	448.7
				35mm ÷ 54 =	276.3
	Aperture Cards		//////	2623.02 ÷ 6 =	437.2
	Microfiche		//////	5021.58 ÷ 6 =	836.9
7. TOTAL VOLUME ON HAND (1 through 6)					275,717.2
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					257,681.8
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE 18,035.4
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					95,505.7

STAT

FORM 3581 OBSOLETE PREVIOUS
12-81 EDITIONS

SIGNATURE OF RECORDS OFFICER

DATE

11/21/83